



Cumberland Council

Volunteering Principles

Aims and Objectives

Cumberland Council supports and encourages employees who wish to volunteer within the Cumberland community for local voluntary, community, faith, or social enterprises. Research has shown that there is a link between volunteering and an increase in positive mental health and wellbeing through the process of giving and doing good things and the opportunity it provides to share and learn new skills. Volunteering is one way that the Council can strengthen positive relationships with the local community, embody our Cumberland values and further support employee health and wellbeing.

Collaboration and Co-Production

These principles have been developed through consultation with a range of stakeholders both internally and externally, taking into consideration research, guidance and experience.

Governance

- Volunteering can be completed by an individual employee or as a team development activity for a team/service.
- Employees have **up to two days paid volunteering leave per year** which can be taken as full days or half days totalling 2 days over an annual leave year.
- Whilst time off for volunteering is discretionary, line managers are expected to positively and flexibly support requests but where, on occasions, this is not possible, they will ensure employees fully understand why and are supported to identify an alternative time/opportunity.

Risk Assessments and Insurance

- To ensure employees and the organisation are fully covered, a risk assessment will be completed by employees and their Line Manager in advance of the volunteering activity. This ensures that any potential risks such as lone working and personal safety have been identified and discussed.
- The voluntary organisation's insurance must include cover for 'volunteers' under both the Employers Liability and Public Liability insurance policies.
- It is the responsibility of the voluntary organisation to cover liability for the activities completed by volunteers - the Council's insurance will not be relied upon.
- For some volunteering activities, a Disclosure and Barring Service check may be required, and the volunteering organisation will need to make this clear at the onset.

Impact Evaluation

- Line managers will discuss the employees volunteering experience as part of their regular one to one conversation, linking this to our Cumberland values and what the team member and the community/charity organisation gained.
- Comments and relevant materials will be shared with the Organisational Development team so the benefits can be shared with the wider workforce.

For Schools – Application of the volunteering principles is discretionary.